



Mail Services Courier

Job Code: 0190

Originated: 06/01

Salary Grade: 1002

FLSA: Non-Exempt

Revised: 08/06

EEO Code: 25

Supervisory: No

HR Ordinance Status: Classified

CLASS SUMMARY

Handles all aspects of in-coming, out-going and inter-office mail to provide quality, timely service to all City work units.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone job classification and is not supervisory.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Picks up and delivers U.S. Mail to the U.S. Post Office and inter-office material throughout the City according to established schedule, working as a team with other couriers to provide quality customer service.
- Sorts all mail for appropriate delivery and processes in-coming checks and delivers to the City Cashier.
- Processes out-going mail, which includes automated folding, stuffing, cutting and weighing and application of correct postage.
- Delivers printed material from the City's graphics shop to customers throughout the City.
- Receives, unloads and stores deliveries from vendors.
- Assists in graphics shop using bindery equipment such as the puncher, binder, saddle stitcher, cutter and drill.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

USPS mail regulations and requirements essential to the departments operation.

Preventative maintenance functions for mailroom equipment.

Paragon postage metering system and Bell and Howell inserting machine.

Principles and practices of safe motor vehicle operation and maintenance.

Traffic laws, ordinances and rules involved in motor vehicle operation.

Geography of the community.

Microsoft Windows Office products.

Ability to:

Perform tasks accurately.

Use basic arithmetic.

Comprehend and make inferences from written material and verbal and/or written instructions.

Rotate and cross train in each of the three major mailroom functions to learn all aspects of the mail services courier position.

Listen, communicate and work effectively with a diverse group of people.

Safely and courteously operate a motor vehicle.

Handle established route in a safe and timely manner.

Establish and maintain courteous, respectful and effective working relationships with City staff at all levels, customers and the general public.

Complete required OSHA/Safety Training as required.

Education and Experience:

A high school diploma or GED equivalent and any combination of training, education or experience equivalent to one-year experience in mail handling or delivery.

Licensing and Other Requirements:

Must possess and maintain a valid Arizona driver's license with no major driving citations within the past 39 months.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under moderate supervision of the Purchasing Operations Manager in the Financial Services Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a mail room, office environment and driving a motor vehicle.
- Sit for extended periods of time while driving a City vehicle maintaining constant vigilance to the surrounding area.
- Seldom sedentary and includes walking or moving and sometimes involves climbing elevations.
- Lift and carry mail trays, bags and parcel packages weighing up to 50 pounds.
- Lift, load, unload and deliver one or more boxes of graphics orders weighing up to 50 pounds each.

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- Safely and efficiently operate mail room equipment such as a hand cart, a Paragon postage metering machine, Bell & Howell inserting machine, forklift and a City mail vehicle, requiring hand/eye coordination and vision and depth perception.
- Moderate exposure to dust, grease, noise, inclement weather, temperature extremes and unpleasant odors.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Travel to various City locations.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.